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**From:** Lindsey Crass <Lindsey.Crass@mail.wvu.edu>  
**Sent:** Monday, August 01, 2011 9:14 AM  
**To:** Khan, Annie (DPH)  
**Subject:** Welcome to the online Fundamentals of Forensic Toxicology course  
**Attachments:** Fundamentals of Forensic Toxicology Syllabus 201108.pdf

Welcome to the online **Fundamentals of Forensic Toxicology** course. We hope that you enjoy this course. If you have any questions or comments about this course, please do not hesitate to contact me at [Lindsey.crass@mail.wvu.edu](mailto:Lindsey.crass@mail.wvu.edu). You can also use the in-course email. I will try to answer you as soon as possible; however, email and phone messages are not checked over the weekends.

**Course Information:**

The Fundamentals of Forensic Toxicology course has an average completion time of 20 hours. If you need additional time, please notify me. The semester ends on **October 31, 2011**; this will be the latest you can access the course. We monitor each student's progress once registered and if the course is not accessed (nor completed) within the semester, the **\$30 no-access/no-completion fee** will be charged to you.

You must have a grade of 80% or better in all assessment (quizzes and Post Test) in order to complete the course. Once all assessments (pre-test, quizzes, post test) and course evaluation are complete you will receive a certificate of completion in the mail. (Certificate are requested to be sent by the WVU Extended Learning on Fridays, are processed, and usually received within 4-6 weeks).

**TO LOGIN INTO YOUR eCAMPUS COURSE, YOU WILL BE SENT EMAIL INSTRUCTIONS BY CONTINUING & PROFESSIONAL EDUCATION AFTER REGISTRATION IS COMPLETE. YOUR FIRST PASSWORD WILL BE A DEFAULT PASSWORD. YOU WILL BE PROMPTED TO CHANGE THIS PASSWORD WHEN LOGGING IN FOR THE FIRST TIME. YOU WILL BE PROMPTED TO CHANGE YOUR PASSWORD AGAIN EVERY 90 DAYS AFTER THE INITIAL PASSWORD CHANGE. THIS IS IN AN EFFORT TO BE COMPLIANT WITH WVU SECURITY STANDARDS.**

**I have attached the course syllabus to outline what is expected from this course.**

If you have any questions, please let me know.

Thank you,  
Lindsey

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